



Monday HOUR one

POWERFUL PLANNING

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This worksheet will change your life!

How to get so much done in your week?

Do you want this?

We will teach you, step by step, how to go through the process of getting what's in your brain, and what you want to do, out on paper, planning it, and then putting it in your calendar, and then throwing it away.

It'll be so amazing that you'll be able to take all of the things that are swimming around in your brain right now,

All of the to do lists, all of the dreams, all the things you want to do, and be able to simply put them in a place that they will be well taken care of, so you can have all that brain energy and all that brain space back, to be able to think and be in the present moment.

I encourage you to take the time to learn this, and practice it, until you feel like you've integrated this into your life. I'm going to say it takes at least 90 days of executing this process every single day and every single week until it really becomes part of your being.

Once you've done it enough, it will be amazing to you how you ever were able to manage your time before.





My Promise...

This is my promise to you. I'm very excited to invite you in to Monday Hour One.

So, many people are thinking that they're just busy, they're so busy and they're at the effect of time and other people and other things in their lives.

They're just always talking about how they're a victim to being a mum and having to take care of everything in the household.

It's almost like when we talk about being busy as if it's a thing that exists outside of us or even a thing that's just true. It's just true that we're just busy and this is just what's going on.

And we're going to tell you that we don't think that being busy is a thing. Many people are spending their time being a procrastinator and that that's just an identity that they have

Some people see being busy as a badge of honor.

What are you doing with your time?

People have the thoughts "If I work a lot of hours, it means I'm working hard.

The most important piece of this is honoring your word to yourself.

This is what the Monday Hour One process is.

It's you taking the time to live your life consciously, plan your time consciously and, most importantly, follow through on what you say you're going to do.

The process will create a sense of peace in your life that maybe you've never experienced before. We take out the busy. We take out the stress.

We take out the crazy without taking out any of the productivity. This is all about living a conscious and deliberate life.



Time management in this process is about taking your life truly to the next level.

You learn how to manage your time in the way that we're teaching you with your prefrontal cortex.

Which means that you're planning ahead of time what you want to do on purpose so that you're not just reacting to whatever is going on around you, you'll really learn the meta-skill.

Which means you'll be able to apply it to every area of your life utilizing your prefrontal cortex.

Which is really your superpower as a human—to be able to plan something deliberately ahead of time, make decisions ahead of time for how you want to spend your life, and then follow through on it.



Here's what's important to remember about your brain is you have this part of your brain that's very primitive, that wants to be reactive, that wants to just be very spontaneous and go through life and not have to think at a higher level, and then you have the human part of your brain, which is your prefrontal cortex, which is the part of your brain, the only part of anyone's brain that can ever plan anything.

This is why you don't see animals out in nature having meetings. They're not planning their lives. They're not planning their lives. They're not deciding when they're going to have kids.

Everything is just reactive in the animal world. Humans, we are really the only species that can sit and think about our future selves, can think about our future lives, to plan our future lives.



PLAN YOUR CALENDAR

It allows you to be more spontaneous.



Step 1

Do a brain dump of everything you have to do in your week or beyond



Step 2

Put in your diary/calendar all your personal time 1st. (this might be your exercise, meditation, dinner with the family, laundry, reading a book, walking the dogs etc - this will keep you in the moment.



Step 3

Plan out the time you will do focus time - allocate 2 hours per day for this.



Step 4

Go to your brain dump and start putting the items in your diary and schedule them

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Step 5

Look at the time you have focus time and put the big project you are working on at that time. Eg if you are in business it might be to write marketing emails, do your taxes, or make a marketing plan, write a copy for your website. If personal it might be planning a party, organising the weekly meal plan.



Step 6

All your brain dump in now in the calendar and you can throw out the paper. (this is an excellent process) This is your old to do LIST.



Step 7

Let your calendar be your boss. Do what it says when it says to do it.



Step 8

On FRIDAY, spend one hour doing "Friday Hour DONE" look at your calendar and did you get everything done. What you did not get done goes on your next week's brain dump.